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August 15, 2008

ADPA BULLETIN NO. 08-02

TO: Executive Directors
CalWORKs Treatment Providers

FROM: Wayne K. Sugita, M.P.A., Acting Director
Alcohol and Drug Program Administration

**SUBJECT: REQUIREMENTS FOR SUBMITTING CALWORKS CASE MANAGEMENT
CLIENT DATA**

This bulletin is to advise you that effective immediately, agencies are required to submit CalWORKs (CW) case management client data as part of your monthly billings. This is also to inform you of changes to the CW Billing System which went into effect with July 2008 billings.

BACKGROUND

Alcohol and Drug Program Administration's (ADPA) CW supportive services program is funded by Los Angeles County's Department of Public Social Services (DPSS). As a condition of funding, DPSS requires that ADPA, via our contracted providers, provide them with specific client data. In order to collect this data, ADPA established the CW Billing System in FY 1998-99. However, over the years, not all providers have used the system to provide the necessary client data.

BILLING SYSTEM CHANGES AND TRAINING

DPSS has recently reiterated their demand that our providers substantiate billings and service delivery by providing complete and accurate CW client information. They have requested that all case management billings contain the client name, client case number, date of birth, and dates of services. Effective with fiscal year 2008-09 billings, ADPA may begin withholding payment from contract agencies that fail to provide us with the required data elements contained in the CW Billing System. Programs will continue to report this information on your billings for group and individual services. Case Management services are being added.

We understand that additional client billing for case management services requires additional work for our contractors. Therefore, we offer to work closely with you, so you have a clear understanding of what is required. In that regard, we are planning a mandatory in-depth training on the CW billing procedure in the near future. In the meantime, we want to ensure all of your CW staff are well informed and understand the CW Billing System to prevent possible audit exceptions and reimbursement disallowances.

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We appreciate your prompt attention to this matter, and thank you in advance for your efforts. Please contact the following staff for further assistance:

Information Systems:	Richard Lugo	(626) 299-4547
Billings:	Shirley Diep	(626) 299-4180
General CalWORKs:	Cinderella Barrios-Cernik	(626) 299-4138

If you have any questions or need additional information, please contact my staff, Cinderella Barrios-Cernik at (626) 299-4138.

WKS:cbc
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Attachments

c: David Hoang
Leo Busa
Dorothy de Leon
Linda Dyer